

UCR Help - Creating a Domestic Violence Form

Completion of the Domestic Violence Report form is required if you selected "Activity" for the Domestic Violence form when creating the corresponding Return-A. (The selection table is located at the bottom of the Return-A form.) If "No Activity" was selected when creating the Return-A, the domestic violence form is not required and will be so indicated in the table at the bottom of the Return-A form.

The following steps should be followed to create a Domestic Violence form:

1. At the UCR Welcome Screen, click **"Enter UCR"**. Before an individual can access the UCR website or create a new report, the agency and the agency's designated users must be registered with the MSHP UCR Program Office. After registering, they must be approved by the MSHP UCR Program staff. Once approved, the agency's authorized users can submit monthly UCR data to the central repository through the website. For more information on this subject see Registration.
2. Enter User Name and Password. To enter the UCR website, an individual will need to enter the User Name and Password assigned to them by the MSHP UCR Program staff. Type the letters just as they were assigned to you, as the user name and password are **case sensitive**. If your User Name was registered as "BILL" and you type "Bill" the system will not accept your user name. You must type it exactly as registered.

Note: The User Name and Password are assigned to authorized users at the agency by the MSHP UCR Program staff. The user name and password used for accessing the UCR website may be different than those used to access the computer or network at the agency.

After successfully entering your user name and password, you will be taken to the UCR Homepage (shown below.)

	Form	Agency ORI	Agency Name	Completion	Approval
✗	11/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
	SuppA created 11/14/2001 01:49:17 PM by ron beck Over18 created 12/26/2001 09:56:21 AM by Bill Ault				
✗	10/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
	Under18 created 11/28/2001 07:41:32 AM by John Doyle SHR created 11/28/2001 08:24:57 AM by John Doyle				
✓	09/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Complete	Pending
✓	04/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP	Complete	Pending

- A list of available Return-A forms will be displayed in the **Reports by Date** window on the UCR homepage. Double click on the Return-A form for the ORI and month in which the supplemental report should be added.

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SuppA created 11/14/2001 01:49:17 PM by ron beck Over18 created 12/26/2001 09:56:21 AM by Bill Ault					
✗	10/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending

- From the table at the bottom of your Return – A Form, click the “**Create Domestic Violence**” button to create a new Domestic Violence form.

Required	Create Supp. A	Required	Create Under 18
Required	Create Homicide	Required	Create Over 18
Required	Create Arson	Required	Create LEOKA
Not Req'd	Employee not Required	Required	Create Domestic Violence

A 'Click' callout box with an arrow points to the 'Create Domestic Violence' button.

- Enter your statistics into the corresponding fields of the form. If statistics for rows 1 through 7 are not known, at a minimum enter the total number of domestic violence-related disputes.

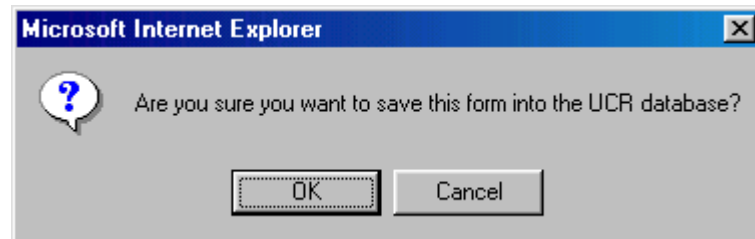
NOTE: All fields must contain a number before you can save the form.

1	Total number of incidents between persons who are spouses:	
2	Total number of incidents between persons who are former spouses:	
3	Total number of incidents between persons who have a child in common regardless of whether or not they have been married or have resided together in the past:	
4	Total number of incidents between persons (of any age) related by blood:	
5	Total number of incidents between persons (of any age) related by marriage, excluding spouses:	
6	Total number of incidents between persons, not married, but presently residing together:	
7	Total number of incidents between persons, not married, but who have resided together in the past:	
	Total number of domestic violence-related disputes:	

- When you have completed entry of the supplemental data, click the “**Zero-fill Remaining Fields**” button, located at the bottom of the page. Before a report can be submitted to the UCR Program Office all the fields must contain a value. To ensure all fields have a value, a user should click the “Zero-fill Remaining Fields” button. This automatically puts a zero in all empty fields.

Zero-fill Remaining Fields SUBMIT

7. Click the “**Submit**” button, located at the bottom of the page, to submit the report.
8. You will be prompted with the message, “*Are you sure you want to save this form into the UCR database?*” Click “**OK**” to submit the form or “**Cancel**” to return to the Domestic Violence Form.



9. If the Domestic Violence Form was submitted without error, the message “*Your Document has been saved!*” will appear and you can continue to the next form by clicking “**Click Here**” and selecting the next form from the table at the bottom of the Return – A Form. If you see a message indicating it was not successfully saved, note the reason given and click the “**Click here to return to your domestic violence form**” link. Make the necessary changes to your Domestic Violence Form and resubmit.